



- The applicant requests that the name be removed;
- The applicant has failed to advise the PHA of his/her continued interest in public housing during the waiting list update. This includes failing to notify the PHA of any changes in family status, preference status, address;
- The PHA has made reasonable efforts to contact the applicant to update the waiting list, but has been unsuccessful. Correspondence (or other methods designated by an applicant with a disability) sent by first class mail to the latest address that is returned by the Post Office will constitute documentation of reasonable effort to contact the applicant;
- The PHA has made reasonable efforts to contact the applicant to schedule interviews necessary to complete the application process or to obtain information necessary to process the application, and the applicant has failed to respond; or
- When an applicant fails to keep a scheduled interview or fails to respond to the PHA concerning information that is necessary to process the application or to maintain the waiting list, the PHA notifies the applicant in writing that he/she has 10 working days within which to reschedule the interview or provide the needed information. If the applicant fails to respond within that period, the application would be withdrawn from the waiting list. The PHA should consider mitigating circumstances such as health problems or lack of transportation in determining whether the application should be withdrawn.

Rejecting an Application for Public Housing (24 CFR § 960.203)

A PHA may reject an application and thus remove an applicant's name from the waiting list under the following circumstances: (Note: A notice of rejection is required for any of the following circumstances.)

- The PHA has notified the applicant of its intention to remove the applicant's name because the applicant is no longer eligible for public housing;
- The applicant fails to pay an outstanding balance owed to the PHA;
- The applicant fails to meet the home visit requirements in the Admissions and Continued Occupancy Policy;
- The applicant fails to complete the Pre-Occupancy Classes/Orientation;
- The applicant fails to pay an existing utility balance which results in a denial of service by the utility supplier; or
- The applicant fails the PHA's screening because of a documented tenant history of:
 - Poor past performance in meeting financial obligations, especially rent;
 - A record of disturbance of neighbors, destruction of property, or living or housekeeping habits at prior residences that may adversely affect the health, safety or welfare of other tenants, or cause damage to the unit or development;
 - Involvement in criminal activity on the part of any applicant family member that would adversely affect the health, safety or welfare of other tenants;



- A record of eviction from housing or termination from residential programs (considering relevant circumstances);
- Inability or unwillingness to comply with the terms of the PHA's lease;
- Misrepresentation of any information related to eligibility, award of preference for admission, allowances, family composition or rent.

Removing or Dropping an Application for Refusal of a Unit Offer

In keeping with a PHA's admissions policy or PHA Plan, if an applicant receives an offer of housing and rejects the offer without good cause, the PHA may either drop the applicant to the bottom of the waiting list, with a new date and time of application or application number, or remove the applicant from the waiting list, requiring the applicant to reapply if he or she wishes to receive another unit offer. Whether an applicant is dropped to the bottom of the list or removed from the list is determined by the wording of the PHA's Tenant Selection and Assignment Plan.

3.9 Designated Housing

A PHA may designate projects or portions of a public housing project (buildings, floors or units) for occupancy by elderly families only or disabled families only. Properties with both elderly and disabled families are considered a mixed population and require no special designation.

Designation of housing requires the preparation of a designated housing plan that must be reviewed by the Resident Advisory Board, the PHA Board of Commissioners and approved by HUD.^{xxxviii} The designation plan or an application for designation must be referenced in the PHA's Annual Plan (24 CFR 903.7 (i)).^{xxxix} A new designation plan may be included with the Annual Plan but HUD approves this document on a separate track. Once approved the designation plan becomes a supporting document to the Annual Plan.

3.10 Designated Housing Plan (PIH Notice 97-12)

The elements required for a designated housing plan are as follows:

- Justification for the Designation;
- Project Description;
- Alternative Resources;
- Treatment of Current Residents Because of the Designation; and
- Eligibility of Near-Elderly Families.